

Emergency
Medical Services
Authority

EMPLOYMENT OPPORTUNITY

1. RPA # RPA 024-EMSA
ANALYST'S INITIALS
DATE

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Associate Health Program Adviser	3. POSITION NUMBER 312-800-8337-00x	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID R01
7. OFFICE OF Emergency Medical Services Authority	9. LOCATION (CITY or COUNTY) SACRAMENTO			13. MONTHLY SALARY \$4111.00 TO \$4997.00
8. SEND APPLICATION TO: Karen DeGuire EMS Authority 1930 9th Street Sacramento, CA 95814	10. WORKING HOURS MON - FRI, DAYS - 8 am - 5 pm - Flexible			
	11. PUBLIC PHONE NUMBER (916) 322-4336			14. FILE BY 09/22/06
	12. CALNET NUMBER (8)			

Please indicate the basis of your eligibility in Section 12 of your application (STD 678). We will consider candidates at the AGPA level also. Only the most qualified may be interviewed.

Would you like to have a challenging position in a department that makes important contributions to the health/safety of Californians? A pleasant, productive working environment with easy access and inexpensive adjacent parking in a department with small office appeal? If so, this may be the position you are looking for!

Under the direction of the Emergency Medical Services (EMS) Systems Manager, EMS Systems Division, the EMS System Planning Analyst develops, evaluates, and monitors issues relating to EMS Systems planning. The position requires specific knowledge of emergency medical services and EMS transport issues as it impacts the delivery of quality of patient care. **ESSENTIAL FUNCTIONS:** The EMS System Planning Analyst provides professional support and technical assistance to local EMS agencies, public and private EMS provider agencies, public safety agencies and various committees on EMS. The incumbent plans, coordinates, oversees, and evaluates all stages and activities required in accordance with department policies and procedures, California Regulations and Statutes, federal grant requirements, A.A.M., using the Microsoft suite of office products (Word, Excel, PowerPoint, Outlook, Access), and other technological and non-technological work tools. In order to ensure Exclusive Operating Ambulance (EOA) Zones are in statutory compliance: Reviews and provides technical assistance to local EMS agencies who submit EOA Request for Proposals. Reviews Ambulance Zone Forms and supporting documentation submitted by local EMS agencies for statutory compliance regarding exclusivity. Assists the Department's legal counsel on EOA exclusivity issues. In order to implement the use of the revised EMS System Standards and Guidelines by local EMS agencies by providing consultation and technical advice in person and/or over the phone the incumbent: Provides education on the revised Standards and Guidelines to local EMS agency staff. Provides technical assistance to local EMS agencies on how to reflect their current compliance with the Standards and Guidelines when writing the local EMS Plan. Reviews and makes recommendations to the EMS Systems Division Chief regarding local EMS agency compliance with the Standards and Guidelines reflected in the submitted EMS Plans and Plan Updates. In order to ensure statutory and regulatory compliance by the California Highway Patrol, the California Department of Forestry and the Air National Guard Air Transport Programs: Inspects air transport units for prehospital medical equipment inventory compliance with regulations for ALS and BLS level staffed units by working with LEMSAs and visually inspecting inventory. Provides technical assistance to local EMS agencies on EMS air transport issues Reviews and revises as needed Prehospital EMS Aircraft regulations. In order to provide for EMS system planning by performing research, providing technical assistance in person and over the phone and writing issue memos, papers and reports the incumbent: Analyzes evolving EMS system issues and develops recommendations to management on policies that will coordinate and strengthen the EMS system as a whole. Consults with local, state and federal agencies with responsibility for EMS. Drafts issue papers, meets with affected constituents, conducts research, develops alternatives, and recommend solutions to management and stakeholders. Reviews, analyzes and tracks federal and state legislation to evaluate immediate and long-range impact on EMS systems by performing researching, writing detailed analysis of new bills and amendments and consulting with other staff on legislation relating to emergency medical services. Serves as program liaison and represents the EMS Authority at meetings of EMS constituent organizations. Serves on multi-disciplinary task forces to discuss issues and build and maintain cooperative relationships. Prepares and presents materials for review by the Commission on EMS.

MARGINAL FUNCTIONS

Reviews grant applications for special projects. Conducts site visits, reviews and approves quarterly progress reports and invoices. Makes recommendations on the Prevention 2010 Application, Mid-Year and Annual reports.

KNOWLEDGE AND ABILITIES

Knowledge of: Public health, mental health and health care services programs and trends; problems and procedures involved in establishing community relationships and assessing community health program needs and resources; preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers; principles and methods of public administration including organization, personnel and fiscal management; methods of preparing reports; research and survey methods; methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation; procedures, planning, implementation and monitoring of programs; design and plan for coordination of programs with Federal and local agencies; legislative processes.

Ability to: Assist in development of public health and health care projects; apply health regulations, policies and procedures; participate in monitoring and evaluating health programs and projects; gather, analyze and organize data related to health programs; analyze administrative problems and recommend effective action; speak and write effectively; act as program liaison with staff in other programs at the Federal, State, and local level; assist in planning, conducting and evaluating of field projects; recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes; analyze proposed legislation, regulations and health program standards; provide consultation and technical assistance to local agencies; serve on task forces and committees as a program representative.

SPECIAL PERSONAL CHARACTERISTICS

NOTE: The incumbent will be "on call" outside of normal working hours to assist in the State's medical response to a disaster.

DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in emergency, public health and/or or a health/ medical background.
- Strong written, analytical, interpersonal and oral communications skills.
- Ability to act with flexibility and tact.

INTERPERSONAL SKILLS

- Work well as part of a team and independently as necessary.
- Build good working relationships with constituents..

WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES

- Office environment, business dress for a professional office.
- Present self professionally.
- Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.
- Ability to consistently exercise good judgment and effective communication skills.
- Ability to travel on an occasional to moderate basis and occasionally work overtime.